

RIGHTS OF FORMER EMPLOYEES HIRED INTO STATE CIVIL SERVICE

PURPOSE

To establish the principles for salary and leave considerations when a person previously employed in the merit or non-merit service (prior to July 1, 2011) or the state civil service (on or after July 1, 2011) breaks service or is laid off and subsequently selected for hire into a position in the state civil service.

SCOPE

This policy applies to eligible former employees.

POLICY STATEMENT

It is the policy of the state of Indiana that there are benefits in hiring former employees, and that if a former employee who separated in good standing is subsequently hired into the state civil service, s/he should be entitled to certain advantages related to salary considerations and restoration of previously-accrued leaves.

It is also the policy of the state of Indiana, that employees who are laid off and recalled within the prescribed time limits are entitled to resume employment in a manner that is as seamless as possible with appropriate modifications to their employment records due to the length of the layoff.

REFERENCES

IC 4-15-2.2-34
IC 4-15-2.2-39
IC 4-15-2.2-40
IC 4-15-2.2-41
31 IAC 2-11
Interim Rule 3-1
Interim Rule 8-2(h)
Interim Rule 8-3(d)
Interim Rule 8-4(f)
Interim Rule 12-4

EFFECTIVE DATE July 1, 2011
 Supersedes Director's Memo dated May 1, 2010

APPROVAL



Daniel L. Hackler, State Personnel Director

DATE

June 15, 2011